

INSTRUCTIONS FOR COMPLETING THE CERTIFICATE OF AUTHORIZATION APPLICATION FORM

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| <p>Authority</p> <p>Arkansas Code Annotated 17-30-303 and Article 21 of the Rules of the Board provides that a Certificate of Authorization shall be required by a corporation, partnership, firm, LLC, association, or person practicing under a fictitious name, offering engineering and/or surveying services to the public; except however, where an individual is practicing engineering and/or surveying in his own given signature name, he shall not be required to register under this section.</p> <p>The Law further provides that a corporation, partnership, or firm desiring a Certificate of Authorization shall file with the Board an application furnishing the information required under A.C.A. 17-30-303; and, if all the requirements of this section are met, the Board shall issue to such corporation, partnership, or firm, a Certificate of Authorization. Certificates of Authorization shall be renewed annually.</p> <p>Fees</p> <p>Effective October 11, 2002 the application fee for a Certificate of Authorization has been set by the Board at \$150.00. A check (personal or cashier's) or money order in the amount of \$150.00 must accompany the application form. No cash can be accepted.</p> <p>The application and check should be mailed to:</p> <p style="padding-left: 40px;">Arkansas Board of Registration for Professional Engineers & Land Surveyors P.O. Box 3750 Little Rock, AR 72203-3750</p> <p>If you send your application by another means, our physical address is 1311 West 7th St., Little Rock, AR 72201-2913. Please give the delivery company our phone number, which is 501-682-2824.</p> | <p>Requirements</p> <p>The corporation, partnership, LLC, or firm should be familiar with Section 17-30-303 of the Registration Law and Rules of Professional Conduct and Article 21 of the Rules of the Board regarding the requirements for Certificate of Authorization and the responsibilities of an engineering and/or surveying firm in the State of Arkansas.</p> <p>The individual registered professional engineer and/or professional surveyor acting as agents, employees, officers, partners of corporations, partnerships, LLC or firms should be familiar with Section 17-30-303 of the Registration Law and Rules of Professional Conduct and Article 21 of the Rules of the Board regarding the requirements for Certificate of Authorization and the responsibilities of the registrant acting of behalf of the engineering and/or surveying firm in the State of Arkansas. Only one Certificate of Authorization (COA) will be issued to any one firm and it shall provide for either or both the offering of professional engineering or professional surveying services to the public. A firm which presently has an Engineering COA may amend their application by adding the Professional Surveyor(s) in responsible charge of the surveying services and they will retain their current COA number.</p> <p>Annual Renewal</p> <p>Certificates of Authorization shall be renewed annually. It shall be unlawful for a corporation, partnership, LLC, or firm to practice, offer to practice, or hold itself out as qualified to practice engineering and/or surveying in Arkansas following the expiration of said Certificate of Authorization.</p> <p>In the event there shall be a change in any of the persons listed during the year, such changes shall be designated as an amendment on the same form and filed with the Board by the corporation, partnership, LLC or firm within thirty (30) days after the effective date of such changes. No fee shall be charged for filing this amended form.</p> |
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INSTRUCTIONS FOR COMPLETING THE CERTIFICATE OF AUTHORIZATION Continued

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| Question 1: | Furnish name of business and principle place of business. | Questions 5 & 6: | This list must include the name of at least one currently registered Professional Engineer and/or Professional Surveyor who has been designated by your firm or corporation as a Principal Engineer and/or surveyor acting on behalf of your firm or corporation (see Question 6 for definition of principle officer). |
| Questions 2 & 3: | Furnish name, address, and telephone number of the Arkansas Professional Engineer and/or Professional Surveyor in charge of each Arkansas branch office. | | |
| Question 4: | Complete this section if filing as a corporation. | Question 7: | Furnish names, addresses, P.E. and or P.S. registration numbers, and State of registration of all partners. |
| Note: | <p>The Arkansas Statute requires that persons or firms seeking to do business in Arkansas as an engineering corporation must qualify with this Board prior to registering with the Arkansas Secretary of State. If this is a new registration with the Secretary of State, show item 4 as <u>"PENDING"</u>.</p> <p>If you firm has not qualified with the Arkansas Secretary of State, you should call (501-682-3409) or write the Secretary of State and request the necessary forms at the following address:</p> <p>Arkansas Secretary of State Corporation Division State Capitol, Room 256 Little Rock, AR 72201</p> <p>Please contact the Arkansas Secretary of State at (501)682-3409 for information regarding filing requirements. If you need to complete an application, write "Pending" for 4a-d (forward a copy of filing confirmation when received). Please complete our application first so you can mail a copy of your pocket card we issue your company with the Secretary of State's application, if you need it.</p> <p>List your Board of Directors under Question 5, and all other officers under Question 7, with Professional Engineer Registration Numbers where applicable.</p> | Question 8: | List the names, addresses, and registration numbers of all employees who shall be in responsible charge of the practice of engineering and/or surveying in Arkansas and their expiration dates. |
| | | Question 9: | <p>The application must be signed by an Arkansas Professional Engineer and/or Professional Surveyor acting on behalf of the firm, corporation, LLC, or partnership and listed under Question 8.</p> <p>The application cannot be processed until the registrant(s) signing under this section is registered and current for the year for which this certificate shall apply.</p> <p>The application must be signed by an officer, partner of the firm, partnership, or corporation if not the same as number 9.</p> |
| | | Question 10: | Supplemental sheets may be submitted if additional space is required in answering certain questions. |